

## Activate Accessibility Feature One-Time Activation for JAWS Users



### Introduction

To activate the Accessibility Feature using JAWS, follow the steps outlined below. You only need to do this once. After that, the system will recognize you when you log in with your NCID and all of the accessibility features will be active. For example, some screens will have a Links List menu function, allowing you to use the Insert + F7 option to access a menu of links rather than having to tab around the screen to find the links you need.

The first section below describes the NCID log-in process, followed by the step-by-step instructions to turn on the Accessibility feature for your system ID.

### Logging On

1. Log onto BEACON SAP portal at <https://mybeacon.nc.gov> using your **NCID log-on** ID and password (obtained through your agency).
  - a. Since this is a form, tab until you hear "NCID star Edit" and press **Enter** to hear "Forms mode on, secure connection" before you begin typing in your NCID.
  - b. After typing in your NCID, tab until you hear the "Password star password, edit" field and type in your password and then press Enter.
2. When you are on the BEACON home page, you will hear "OSC - BEACON Employee Portal."

### Activate the Accessibility Feature

After you have logged on with your NCID, you will be on the BEACON home page. From there, follow these steps:

1. Press **Insert + F7** to access the links list.
2. Press **Up or Down Arrow** until you hear the **Personalize** link and press **Enter**.
3. A **Portal Theme** screen loads.
4. Press **Insert + F7** to access a links list again.
5. Press **Up or Down Arrow** until you hear the **User Profile** link and press **Enter**.
6. The **User Profile** screen loads.
7. Tab a number of times until you hear **User Profile SSR/1**.
8. Press **Insert + F7** to access a links list again.
9. Press **Up or Down Arrow** until you hear the **Modify** link and press **Enter**.

10. Tab through a number of fields on the screen until you hear the **Activate Accessibility** check box.
11. Press the space bar and you will hear **Space Checked**.
12. Press **Insert + F7** to access a links list again.
13. Press **Up or Down Arrow** until you hear the **Save** link and press **Enter**.
14. You will hear **Link Saved**. To confirm, tab until you hear **User Profile SSR/1**. Continue tabbing through the screen until you hear the confirmation text, "User attributes successfully modified."
15. Press **Alt + F4** to close the window.